Quick Start Guide for Screen Readers

Steps to Create an Individual Account in SAM

1. Go to SAM by typing www.sam.gov into your Internet Browser address bar.

2. From the SAM homepage, select the Log In link. You will automatically navigate to login.gov for additional authentication. The email address you use to create your login.gov account will also be your SAM email address.

3. Once you complete authentication, select Continue to return to SAM.

4. On the Create an Account page, tab to and select Create Individual Account.

5. On the User Information page, enter data for the mandatory fields and select Next.

6. Your Individual Account in SAM will be active as soon as you reach the Account Created - Confirmation page. You will receive an email notification from notification@sam.gov confirming your new, active account.

Steps to Register in SAM

1. Go to www.sam.gov and select the Log In link. Complete the required authentication steps.

2. Once you are logged into SAM, there will be a Terms & Conditions page. Review the conditions, then use the tab key to find the accept or decline buttons. Select the desired button. The Terms & Conditions page appears every time you log into SAM.

3. After accepting the Terms and Conditions, you may navigate the rest of the site by tabbing. To register a new entity in SAM, select Entity Registrations and then select Register New Entity.

4. Although the tab key will take you to all hyperlinked areas of the site and form fields, it is recommended that users select "Skip Navigation" link and arrow down through each page, particularly in the Register or Update Entity process as several pages contain information not found by tabbing (e.g. information not associated with a form field).

5. SAM has a timeout feature that will log you out after 30 minutes of inactivity. Page-level, not just field-level, activity is required within those 30 minutes. This means if you make no page-level changes on that page (e.g. selecting previous or save and continue to navigate to another page), you will need to log back in and locate your partially complete registration (select Entity Registrations and then Existing Entity Registrations).

Areas of Navigation

There are two navigational areas in SAM:

1. Main Navigation - The main navigation includes My SAM, Search Records, Data Access, Check Status, About, and Help.

2. Sub-Navigation - The sub-navigation on My SAM page will contain different links, depending on your user type and roles. Examples include: My User Roles, Entity Users, Entity Registrations, Federal Hierarchy Management, Exclusions, Data Access Management, My Account Settings, My Data Access, and General.

Helpful Information

SAM is an official website of the U.S. government. It is FREE to create and maintain your entity registration in SAM.

What is a screen reader?

A screen reader is a software application that attempts to identify and interpret what is being displayed on the screen.

Quick Tips for JAWS Screen Readers

- JAWS starts reading from the top of SAM.gov

- If you activate View Assistance (via SAM Assistant), be sure to select Hide Assistant to interact with the rest of the page.

- The best and most accurate way to navigate through the registration process and ensure no information is missed is by using the Tab key to Skip Navigation and then arrowing down through the page.

- The tab button will allow you to access the navigation sections of SAM as well as links and form elements such as radio buttons, combo boxes, check boxes, and buttons.

- Use Insert + F7 to pull up Link List.

- Use Insert + F6 to pull up a Heading List.

- If an error occurs, you can reach the error text quickly via the Skip to Errors link.

- Please note that when JAWS is activated there is a second layer, the Virtual PC Cursor, that's on top of the screen.

- On the Existing Entity Registrations page, use the space bar to select entities on the Entity List. This will enable you to take specific actions on the selecting entity record.

- SAM.gov infrastructure currently relies on a portal design. This limits HTML tagging flexibility so most pages in the application will appear to have a number of HMTL elements that are not correctly closed. You can still use JAWS to navigate. There are plans to remove the portal design in the near future (2018-2019) which will enable better HTML formatting.

JAWS Compatibility Issues

- There is a known compatibility issue between JAWS and SAM.gov. If you navigate SAM.gov purely via Virtual PC Cursor shortcut keys you may be logged out. For example, the "B" for button key.

- Internet Explorer (IE) is the recommended browser for JAWS. We recommend that you use IE Version 11.0 or higher if you are working on SAM.gov via JAWS.